PROCURING USDA FOODS

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Indiana DEPARTMENT OF EDUCATION

@EducateIN

Working Together for Student Success

What will make this training worthwhile?

- Introduce yourselves to your table group.

- Collaborate on a team name for your group that pertains to USDA Foods.

- Discuss the variations of school sizes in the table group.

- Discuss some specific information that your group hopes to get from this training.

- Report to the training group one topic that was discussed that the table group hopes to get from this training.

Overview

- What are USDA Foods?
- Entitlement
- Forecasting
- Buy American
- Procurement Procedures
- Pre-order Survey
- Managing Inventory at the Warehouse and Processor
- DoD Fresh
- CNP Web

Questions and Index Cards

What Are USDA Foods?

➤ USDA Foods are foods purchased by the USDA from the American agricultural industry and donated to Recipient Agencies (RAs) for use in their food service operation to support school nutrition assistance programs.

➤ USDA Foods account for 15-20% of the school food budget. RAs must still purchase food commercially.

What is my role in USDA Foods?

Each of us bear responsibility to ensure the integrity and effectiveness of the program

United States Department of Agriculture (USDA)	IDOE (State Distributing Agency or SDA)	Recipient Agency (RA)	Processors	Distributors
Procurement and administration	Administration Inventory management Order processing Recordkeeping and monitoring	Effectively using their entitlement dollars, inventory management, and recordkeeping	Processing, inventory management, reporting and recordkeeping	inventory management, billing and recordkeeping

Entitlement

Applications	Entitlement	Surveys	Allocations	Inventory	Orders	Invoicing
Current Year	Prior Year	Total Entitlement	Entitlement Used	Remaining Balance	No Charge Used	Bonus Used
332,316.39	0.00	332,316.39	338,960.61	-6,644.22	0.00	0.00

Recipient Agency Allocations

	Allocation Code	Allocation Date	Entitlement Used	No Charge Used	Bonus Used	Action
	SVY106839	9/22/2017	439.50	0.00	0.00	View

➢ This is based on the number of lunches served in the prior school year X the per meal rate.

➢ This is the amount of dollars you can spend up to 102 percent.

➢ Food can be purchased based on the participating school/Recipient Agency's (RA's) entitlement.

➢ This screen also shows the allocations that have been made for the year.

➢ Breakfast and after school care snack data is not included in the Planned Assistance Level (PAL) calculation. However, USDA Foods may be used for these meals.

Entitlement – 12 Percent Provision

➢ If at least 12% of all NSLP federal dollars the state receives are not in the form of USDA Foods, then the government makes up the difference which is fair-shared to each state.

➢ The provision only applies to National School Lunch Program and no other program.

➢ A per-meal rate is established by FNS each July and published in the Federal Register. This rate is calculated based on the Bureau of Labor Statistics' Producer Price Index for Foods Used in Schools and Institutions

Lunches served

X

Current per meal rate

+

12% provision

=

Entitlement

Ways To Use/Spend PAL Or Entitlement

- **Direct Delivered (AKA brown box)**– deliveries made bi-weekly by your state contracted warehouse, Dilgard, McFarling, Stanz or Wabash.

- **Direct Diverted** – bulk products diverted to processors for further processing into ready to cook/eat items.

- **USDA Department of Defense (DoD) Fresh Fruit and Vegetable Program** – voluntary program that RA commits a portion of their entitlement to purchase fresh fruits and vegetables.

- All attempts must be made to use food purchased with entitlement funds in the year it was purchased..

What Is Direct Delivered?

- Products are delivered from USDA or USDA vendors to your state contracted warehouses.

- Deliveries made bi-weekly to schools by your state contracted warehouse, Dilgard, McFarling, Stanz, or Wabash.

- As these items are allocated, they are drawn down and tracked in CNPweb.

- They are distributed in cases.

What Are Direct Diverted Products?

- Bulk products diverted to processors for further processing into ready to cook/eat items. For example, converting raw/bulk chicken into chicken nuggets.

- These are distributed in pounds.

- They need to be tracked in the commodity tracking websites K12Foodservice.com and ProcessorLink.

- Processors must be procured.

- RAs must utilize their previous school year's diverted USDA Foods inventory by June 30 of the current school year. Don't order more product if the current balance is unused.

What is the USDA DoD Fresh Fruit and Vegetable Program?

- A voluntary program in which RAs divert a portion of their entitlement to purchase fresh fruits and vegetables.

- IDOE usually requests commitments from schools via email in late November.

- This program is **<u>not</u>** managed by IDOE. We only handle the entitlement transfers and deductions from PAL.

- The current state vendor is Creation Gardens in Louisville, KY.

- To place orders, schools must obtain E-Authentication and login access to Fresh Fruits and Vegetables Order/Receipt System (FFAVORS). A minimum order of $150 is required.

- Not the same as the Fresh Fruit and Vegetable Program (FFVP).

- DoD Fresh dollars must be spent by June 30 each year.

USDA Department of Defense (DoD) Fresh Fruit and Vegetable Program

➢ The USDA manages this program and DoD Defense Logistics Agency (DLA) manages the procurement contracts and performance of produce vendors.

➢ All produce offered through this program must be grown in the United States.

➢ These are "local" fruits and vegetables. DoD defines local as from within the state and the adjacent states.

➢ RAs indicate the amount of their entitlement they wish to spend (usually in November) toward DoD Fresh and IDOE draws it down before the annual pre-order survey opens in January.

➢ Complaints should be directed to the DLA representative, vendor and state distributing agency.

Forecasting

❑ Identify the products and quantities you will be procuring.

❑ Estimate the total cost of the products and quantities.

Your menu drives your USDA choices!

Buy American Provision 7 CFR 210.21(d)

- Requires the SFA to purchase, to the maximum extent practicable, domestic commodities or products.

- Applies to SFAs located in the 48 contiguous United States and is one of the procurement standards SFAs must comply with when purchasing commercial food products served in the school meals program.

- All procurement transactions for food when funds are used from the nonprofit food service account, whether directly by an SFA or on its behalf, procurement transactions must comply with the Buy American provision. Buy American provision should be included in documented procurement procedures, State agency prototypes documents, and all procurement solicitations and contracts.

- There are limited exceptions to the Buy American provision: The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

Buy American; Provisions-Exception Alternatives

- Are there other domestic sources for this product?

- Is there a domestic product that could be easily substituted, if the non-domestic product is less expensive (e.g. substitute domestic pears for non-domestic apples)?

- Am I soliciting bids for this product at the best time of year? If I contracted earlier or later in the season, would prices and/or availability change?

- Am I using third-party verification, such as through USDA AMS, to determine the cost and availability of domestic and nondomestic foods?

Regulations

❖ 2 CFR Part 200

❖ 7 CFR Part 210 (NSLP)

❖ 7 CFR 225 (SFSP)

❖ 7 CFR 226 (CACFP)

www.ecfr.gov

Procurement Thresholds

1. Micro Purchase (Under $10,000*)-Equitably distribute among qualified suppliers
2. Small Purchases (Between $10,000* - $150,000 Indiana) 3 Quotes
3. Large Purchase (Over $150,000 Indiana) – IFB or RFP
4. Non-Competitive Proposal (Very Rare)

*Federal Thresholds Changed, June 2018
    Micro Purchase   (Under $10,000)
    Informal Threshold   (Under $250,000)

YOU CAN ALWAYS USE THE MORE RESTRICTIVE METHOD

Language to Include for RFP/IFP

- Termination for cause and convenience (Contracts over $10,000) [2 CFR 200 Appendix II/7 CFR 3029.48]

- Equal Employment Opportunity (Contracts over $10,000) [Appendix II to 2 CFR 200/7 CFR 3019.48]

- Contract Work Hours/Safety Standards Act (Contracts over $2,500) [40 U.S.C. 3701-3708]

- David Bacon Act (Construction contracts over $2,000) [Appendix II to 2 CFR 200/7 CFR 3019.48]

- Rights to Inventions Made Under a Contract or Agreement (if applicable) [Appendix II to 2 CFR 200/7 CFR 3019.48]

- Debarment and Suspension [Executive Orders 12549 and 12689)(2 CFR Part 200.213 and Appendix II to 2 CFR Part 200 (I) (All contracts)]

- Byrd Anti-Lobbying Amendment [31 U.S.C. 1352)(Appendix II to 2 CFR Part 200 (j)(Contracts worth over $100,000]

- **Buy American** [7 CFR Part 210.21(d)/FNS Policy Memo SP 38-2017]

Break

Let's take a 10 minute break.

ENJOY THE BREAK!

Pre-order Survey

- This is your school's **request** for USDA Foods items you plan to menu during the upcoming school year. There is no guarantee that USDA will buy or deliver items requested by the States.

- Based on USDA's Foods Available List

- This is where you spend your school's entitlement.

- Opens annually in CNPweb in late January and closes in mid to late March.

- Both direct delivered and diverted products choices are made on the same survey.

- USDA Foods should be requested y in quantities that can be consumed without waste.

- After the Pre-order Survey is complete it will be determined if the state can meet volume requirements for an item, or if USDA will be able to purchase the requested items.

Preparing for the Pre-Order Survey

- Start Planning Early
  - How much do you have on hand (i.e. at your school, warehouse and processors)?

    K12 Foodservice   **ProcessorLink™**
  - www.k12foodservice.com   https://www.processorlink.com/
  - Be sure you complete production records daily and refer to them.

- Review Order history and previous surveys

- Use Planned menus – such as cycle menus

- Calculating Ordering Amounts Worksheet

- USDA Food Buying Guide

CNPWeb

Indiana Department of Education
Division of School and Community Nutrition Services
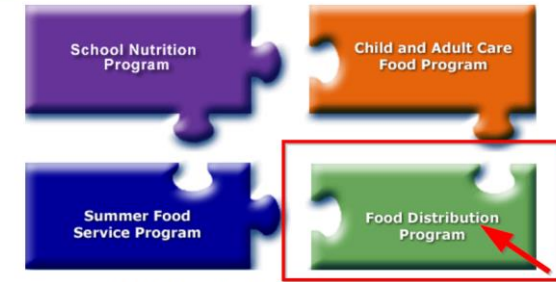
- This is where you find the puzzle pieces.

- RAs go here to place USDA Foods orders to be delivered to their school sites, enter reimbursement claims, and update information.

- Every school approved for the National School Lunch Program (NSLP) has a login and password for the school. Not individually.

- https://scnweb.doe.in.gov/

- Our focus will be the green puzzle piece for this course.

CNPWeb-Message Screen

Regularly check the update and message screen for important information. After clicking Continue at the bottom of the page, click the appropriate Program Year. Then you should land on the RA Summary Page.

After reading this message, click on the "Continue" button at the bottom of the page.

Update and Message Screen for the
Food Distribution Program (FDP)

February 2017

NEW INFORMATION REGARDING WEEKLY COMMODITY ALLOCATIONS

School corporations will no longer receive weekly emails regarding commodity allocations. The allocations will continue to be made weekly, typically on Fridays. Please check the allocations tab in the CNPweb weekly, under the Food Distribution Program (green puzzle piece), to see if there is an allocation for you. Please remember that you may not get allocations every week and your allocations are based on your 2017 survey. For a short tutorial on checking allocations please click here.

CNPWeb-Applications Tab

- Go here to update FSD contact information and also click box #29 on this page when it's time to recertify. The image to the right shows the RA Information Sheet.

- RAs can see all their sites listed under their sponsor number.

- **Note—Even if the name of the Food Service Management Company is listed, the RA is the owner and responsible for all USDA Foods.

CNPWeb-Entitlement Tab

➢ This is your school's total amount available to spend on USDA Foods. It equals the number of lunches served in the prior school year x the per meal rate

➢ IDOE wants schools to spend up to 102 percent of the entitlement amount.

➢ This screen also shows the allocations that have been made for the year.

➢ It also shows pre-allocations such as the amount diverted to the USDA DoD Fresh program.

Applications	Entitlement	Surveys	Allocations	Inventory	Orders	Invoicing
Current Year	Prior Year	Total Entitlement	Entitlement Used	Remaining Balance	No Charge Used	Bonus Used
332,316.39	0.00	332,316.39	338,960.61	-6,644.22	0.00	0.00

Recipient Agency Allocations

Allocation Code	Allocation Date	Entitlement Used	No Charge Used	Bonus Used	Action
SVY106839	9/22/2017	439.50	0.00	0.00	View

CNPWeb-Surveys Tab

➢ This is where you enter your pre-order survey choices.

➢ Both brown box and raw products are done on the same survey.

➢ Pricing for survey products is available each year from the November file from USDA.

➢ Click the view button. The next slide shows what you will see.

CNPWeb-Surveys Tab (cont'd.)

The Survey Results screen shows:

- Name of the school sponsor

- The expected product for entire year or by month.

- Both raw products sent to the processor and direct delivered.
  - The product code with blue links, which are highlighted here, are items sent to the processor. You must click the blue link to get processor information.
  - The product codes in black are direct delivered.

- The Fill and Bal columns – this is where the products are drawn down once allocated.
  - For example, in the bal column there are 10 cases of 100012 cheddar cheese and 0 in the fill column. This means this school is still waiting for cheddar cheese to be delivered.

- Remember bulk pounds are not drawn down in CNPweb.

FDP   Indiana Department of Education

Entitlement Survey Results

Program Year: 2020
Survey Name: 2020 Pre-Order Survey
Month: All

Program	Survey Start Date	Survey End Date	Status	DoD	DoD Adj
NSLP	1/14/2019	3/15/2019	Fill	$0.00	$0.00

Product Code	Product Desc	Ent Value	Processing Fee	Total Requested	Adj	Fill	Bal
Category: Beef							
100154	Beef Blk Coarse (A594)	$5,368.66	$0.00	2,122 (lbs)	2,122	0	2,122
Category: Cheese							
100012	Ched Rd Ft Shd Y 6/5 (B027)	$614.20	$0.00	10	10	0	10
100021	Mozz Lmps Sd 30 (B037)	$542.80	$0.00	10	10	0	10
100036	Cheese Blend Slc (B119)	$404.80	$0.00	8	8	0	8
110242	Cheese Barrel 500 (B049)	$1,015.00	$0.00	500 (lbs)	500	0	500

CNPWeb-Allocations Tab

Applications	Entitlement	Surveys	Allocations	Inventory	Orders	Invoicing

Recipient Agency Allocations | | | | | | Add Surplus

Alloc Id	Alloc Date	Accept Date	Expire Date	Close Date	Avail Qty	Action
SVY106949	11/03/2017	11/02/2017	12/31/2017	04/30/2018	15	View
SVY106956	11/03/2017	11/02/2017	12/31/2017	04/30/2018	40	View
SVY106938	10/27/2017	10/26/2017	12/31/2017	03/31/2018	40	View
SVY106886	10/06/2017	10/05/2017	11/30/2017	03/31/2018	90	View
SVY106854	09/29/2017	09/28/2017	11/30/2017	02/28/2018	75	View
SVY106839	09/22/2017	09/21/2017	11/30/2017	02/28/2018	15	View

➤ Food items are allocated weekly based on the RAs survey.

➤ To add surplus (when available) click the gray add surplus button in upper right hand corner of the screen. Use this during the surplus dump held periodically throughout the year or don't put a month..

➤ Allocations are typically made October – April 30.

CNPWeb-Inventory Tab

					Inventory		
Applications	Entitlement	Surveys	Allocations	Inventory	Orders	Invoicing	

Recipient Agency Inventory				* (multiple Expire and/or Close Dates)		
Code	Description	Pack Size	Avail Qty		Expire Date	Close Date
100256	Strawberry Cup 4.5 (A417)	96/4.5 OZ CUP		75	11/30/2017	02/28/2018
100396	Peanut Butter Smooth (B473)	6/5 LB	*	30	11/30/2017	02/28/2018
100125	Turkey Roast (A537)	32-48 LB CTN		90	11/30/2017	03/31/2018
110361	Applesauce Cups	96/4.5	*	80	12/31/2017	03/31/2018

➢The food products listed here are what you have available to order now. Product should be used in the year it is received.

➢This is what is sitting at the warehouse and what you be charged for if it sits there past the expire date.

➢**Expire Date** – the latest date that the product can remain in the warehouse without a storage fee.

➢**Close Date** – the latest date that product can remain in an RA's inventory in CNPweb before the state takes it back and places it in surplus. However, IDOE Is No Longer Taking Back Product.

Will We Be Charged Excess Storage Fees?

The diced chicken in my inventory has an expire date of November 30, 2019. I ordered the diced chicken and it is was delivered on November 22. Will our school be charged excess storage fees?	No, the product was delivered before the expire date.
The sliced peaches in my inventory have an expire date of December 31, 2019. There were no more delivery periods available in December when we noticed they had not been ordered. So, we ordered them to be delivered the week of January 13 -17, 2020. Will our school be charged excess storage fees?	Yes, the peaches were delivered after the expire date.

CNPWeb-Orders Tab

➤Not the same as the pre-order survey. This is when food is actually available in your inventory.

➤Food products are placed on an order form for delivery by the state contracted warehouse.

➤Click the gray "Add Order" button to place an order.

➤Click the approved location/delivery site in which you would like the order delivered.

➤Orders must be completed by 4:00 p.m. Indianapolis time on the Wednesday <u>before</u> the delivery week/period desired.

➤There are two deliveries per month by the warehouses.

➤Deliveries are typically made October – June 30.

CNPWeb-Invoicing Tab

Applications	Entitlement	Surveys	Allocations	Inventory	Orders	Invoicing

Total Invoices	Total Amount Paid	Paid By Claim	Paid By State Credit	Remaining State Credit
567.44	554.60	0.00	554.60	99.57

Recipient Agency Invoices   Add Invoice

Invoice Id	Invoice Date	Invoice Type	Invoice Amt	Paid Amt	Paid Date	Action
76709	08/12/2019	Excess Storage Fees	12.84	0.00		View
75188	01/16/2019	Administrative Fees	554.60	554.60	01/16/2019	View

➤Manual invoices are entered here.

➤Administrative fees are charged here. It is the $2.95 handling fee charged to process USDA Foods.

➤Invoice credits are also entered here. Invoice credits are credits given after the first year of being on the FDP that offset the cost of the $2.95 administrative fee to a certain dollar amount. Once these credits are used up, the RA is charged and the administrative fees are subtracted from the claim reimbursements.

➤Excess Storage Fees are charged after the expire date has passed.

Break

Let's take a 10 minute break.

State Contracted Warehouse Deliveries

- There are four state contracted warehouses, Dilgard, McFarling, Stanz, and Wabash, that deliver brown box throughout Indiana.

- USDA delivers brown box products to the warehouses and they remain there until schools place orders to have them delivered to their sites.

- They are contracted to deliver between the hours of 7 a.m. to 3 p.m. Monday through Friday local RA time.

- RAs must order a minimum of 10 brown box cases per delivery to avoid a drop fee from your assigned warehouse.

- RAs must have school staff available to accept all deliveries to avoid missed deliveries and drop fees.

- RAs must inspect, verify and accept all inventory received.

Managing Inventory

- One of the most important goals of inventory management is improved financial control.

- Effective inventory management can achieve several goals:
  - Preserving food quality
  - Avoiding over ordering
  - Maintaining a high level of customer service
  - Maximizing efficiency
  - Managing finances
  - Reducing the space and cost related to storage
  - Limiting the loss in the case of recalls or disaster
  - Controlling the quantities of food and supplies on-hand, and keeping foods safe.
  - Cut food waste by reducing over-production and wasting products during production
  - Work leftovers into your menu. For example, use them to make casseroles and soups.

Managing Inventory (continued)

- We are responsible for protecting products against spoilage, theft, damage and loss. This can be minimized by developing good internal control and cross checking procedures.

- The storage area must be clean and sanitary.

- Food must be held at the proper temperatures.

- Schools must use the **First In, First Out (FIFO)** method of food rotation.
  - Train employees to check "use-by date" or delivery date to ensure older products are used first. Sometimes products with a shorter use by date come in after the farther date.

- All inventory is intended to be used in the school year for which they are requested.

- Be sure to select end products that use the whole chicken when sent to the processors.

- Products sitting at the warehouse are not being used and continue to age and/or deteriorate over time.

Managing Inventory (continued)

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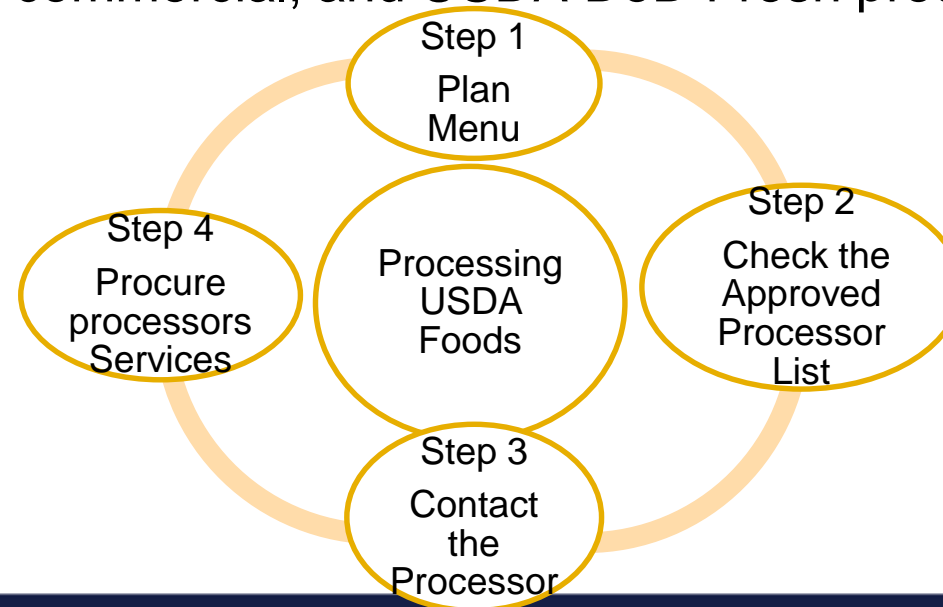
Sending Raw/Bulk Product To Processors

- What is it?
  - It's an option given by USDA for RAs to use USDA entitlement dollars to purchase commodities and send them to a manufacturer/processor.

  - Essentially it's taking a bulk item or ingredient and using it to create a new ready-to-eat item.

  - USDA offers bulk items that can be ordered and diverted/sent to an approved processor for further processing.

Steps For Sending Bulk Product To Processors

1. Plan Your Menu

2. Check IDOE's Approved Processor List

3. Contact the Processor for pricing, products, distribution and delivery.

4. Compare prices with direct delivered, commercial, and USDA DoD Fresh products.

5. **Procure** the processor's services.

Step 1
Plan Menu

Step 2
Check the Approved Processor List

Processing USDA Foods

Step 3
Contact the Processor

Step 4
Procure processors Services

Excess Inventory

- Ending balances not processed and/or ordered and delivered to your facility by June 30 of the school year is considered **Excess Inventory.**

- **Under 7 CFR Part 250 - 250.12 Storage and inventory management at the distributing agency level.**
  - **(1)** For NSLP and other child nutrition programs, inventories of each category of donated food **may not exceed an amount needed for a six-month period**, based on an average amount of donated foods utilized in that period

- Due to excess inventory and USDA's six month rule, IDOE will no longer take back inventory nor adjust expire or close dates.

Ways to Control Excess Inventory

- Do not send additional quantities of a USDA Foods to a Processor when inventory is already high or has low or zero usage.

- Use the product you request in the school year it is received.

- Monitor ALL inventory in all places throughout the year.

- Use the FIFO method.

Regulations and Policies

- **7 CFR Part 250** - Donation Of Foods For Use In The United States, Its Territories And Possessions And Areas Under Its Jurisdiction

- **7 CFR Parts 250 and 251**- Value Pass Through Systems

- [FD-064](#) Processing Management of Donated Food Inventories at Processors

USDA Foods Complaints

- RAs which operate Child Nutrition Programs should report USDA Foods Complaints to their State Distributing Agency (SDA) as soon as a defect is found with a USDA Food.

- The SDA will decide whether the complaint can be resolved at the State level, and if not, the SDA will escalate the complaint to USDA.

Handling USDA Food Recalls

- A recall occurs when action is taken to remove a food from the market because there is evidence that it is unsafe, impure, unwholesome or mislabeled.

- Have a recall procedure in place.

- SDAs should notify RAs and RAs should notify all sites immediately.

- The affected products should be isolated and labeled "Do Not Use" to avoid accidental use.

- Conduct an inventory assessment of the affected product:
  - Items that have been served
  - Remaining in-stock at schools, warehouses, and distributors
  - Further distributed to program participants
  - Redirected for further processing

- Submit the inventory assessment information to the SDA.

- Dispose of recalled foods in accordance with federal, state, and local regulations and procedures

Best Practices

➢ **Don't menu any items until they are on hand or at least showing in your inventory!!!**

➢ Forecast a minimum of six weeks in advance. Check your calendar for school breaks and holidays.

➢ Be sure to have school staff available for deliveries to avoid a missed delivery.

➢ Report a change in Food Service Contacts immediately.

➢ Monitor K12 and Processorlink balances monthly.

➢ Be sure to use all product sent to the processors.

➢ Remove all product from the warehouse as quickly as possible to avoid storage fees.

➢ Order a minimum of 10 brown box cases per delivery to avoid a drop fee from your assigned warehouse.

➢ Read all correspondence and CNPweb update/message screens from IDOE.

➢ Use all resources on the FDP and School Nutrition Program webpages.

➢ Use the same USDA Food more than one time per week.

➢ Inspect, verify and accept USDA products from **ALL** sources.

Resources

➢ Food Distribution Program Handbook - https://www.doe.in.gov/sites/default/files/nutrition/usda-foods-distribution-handbook-jan-2019-final.pdf

➢ FDP Online Trainings - https://www.doe.in.gov/nutrition/fdp-online-trainings

➢ Quarterly Brown Box to Bulk Newsletters - https://www.doe.in.gov/nutrition/newsletters-recalls-and-policies

➢ USDA Foods Checklist

➢ USDA Foods Year Overview Sheet

Resources continued

➢ Product Information Sheets - https://www.fns.usda.gov/usda-fis/usda-foods-product-information-sheets

➢ Food Distribution Program Website - https://www.doe.in.gov/nutrition/usda-foods-distribution-program

➢ USDA Foods Programs Fact Sheet - https://fns-prod.azureedge.net/sites/default/files/fdd/programFactSheet-schcnp.pdf

➢ Questions from the cards will be answered and posted on our website under FAQ section.

Thank You for Attending

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